

The Mission of the developmental disabilities advisory board is to promote choice, opportunity, and support for people with disabilities in an enhanced community where all people are included, respected, and dignified.

Kitsap County Developmental Disabilities Advisory Board

Date: March 5, 2019
Time: 5:00 p.m.
Location: Communitas, 2nd Floor Training Room
920 Park Avenue, Bremerton

A G E N D A

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF December 4, 2018 MINUTES***
- 4. ADDITIONS/APPROVAL OF AGENDA***
- 5. OLD BUSINESS**
 - A. Working Age Adult Policy Implementation**
 - B. Transition Student Update**
 - C. County Supported Employment Program Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
 - A. Legislative and Budget Update**
 - a) Governor's Budget**
 - B. Advocacy Reports**
 - C. Washington State Able Savings Plan**
 - D. Quality Evaluation Committee**
 - E. DDA/DVR Provider Updates**
 - F. Provider Updates**
 - G. Officer Report**
 - H. Staff Report**
- 8. ADJOURNMENT**

* = Indicates action item

**MEETING MINUTES of the
KITSAP COUNTY DEVELOPMENTAL DISABILITIES
ADVISORY BOARD**

**5:00 pm, Tuesday, December 4, 2018
Communitas, 2nd Floor Training room
920 Park Avenue, Bremerton**

Special Election

In the absence of the Chair and Vice Chair, a Chair pro tempore shall be elected by a majority of the members present to preside for that meeting only.

Robin Christman was elected Chair pro tempore for the December 4, 2018 DD meeting without Motion.

1. **CALL TO ORDER** – Robin Christman, Chair pro tempore called the meeting to order at 4:59 p.m.
2. **INTRODUCTIONS** – Members and guests introduced themselves.
3. **APPROVAL OF November 6, 2018 MINUTES**

MOTION: Marian Wiggins moved to approve the November 6, 2018 minutes as submitted. Kathy Loughheed seconded. Motion carried.

4. ADDITIONS/APPROVAL OF AGENDA

MOTION: Norma Brown moved to approve the agenda as submitted. Fran Aquiningoc seconded. Motion carried.

5. OLD BUSINESS

A. Working Age Adult Policy Implementation:

- The latest data from Results Washington was reviewed and discussed. For the dates of October 1, 2017 through September 30, 2018, Kitsap County hit its goal for the percent of adults who working and earning minimum wage or higher.
- The projects of the Employment First Committee were reviewed and discussed.
 - Rotaries Partners for Work: The Bainbridge Island rotary is voting at its December 13 meeting regarding whether to adopt the Partners for Work program. If adopted, they are interested in hiring and funding an individual to be a greeter for their meetings as well as host mock interviews. The Silverdale Rotary has scheduled their mock interviews on January 31. The Employment First Committee is looking to identify the six individuals who will participate in the mock interviews.
 - Kitsap Economic Development Alliance – A proposal has been drafted and submitted for the development of a business advisory committee. The Employment First Committee is waiting for a response from KEDA members before moving forward.

B. Transition Student Update:

- The data from the 2017-2019 Transition Students was reviewed. One 2018 student was hired and transitioned to long-term funding which brings the total to 6 students from 2018.
- The 2019 Developmental Disabilities Resource Fair will be Saturday, February 9 at 10:00am at Ridgetop Junior High School.
- Kitsap County DD staff met with DDA and DVR to discuss starting the process of signing 2020 students up earlier (starting in January) to hopefully capture additional students for School to Work.

C. County Supported Employment Program Update

- The first supported employment position continues to be successful at Kitsap County with a lot of positive feedback.
- The second supported employment position is in the planning phase. The position will be based in the Clerk's office. The specific tasks and schedule are currently being developed.

6. COMMUNITY INPUT

- Melissa Lund, Kitsap County Parent Coalition Coordinator, provided an update on her current activities. The November KCPC meeting focused on crisis intervention kits for families to provide for first responders and hospitals in emergencies.
- The KCPC December 13 meeting will cover SSI and Susan Harrell from WISE will be presenting.
- The January KCPC meeting will be a workshop called "Telling Your Story" which will focus on educating families about communicating with legislators.
- Vanessa Lewis, from PAVE, provided an IEP Workshop on November 15th.
- Melissa continues her work with the Employment First Committee. Areas of focus for her include the "Plant the Seed" which is focused on talking with families about future planning and expectations around supported employment.
- Melissa conducted a training on establishing guardianship at DDA.
- Melissa participated in the Community Advocacy Coalition Legislative Notebook meeting which provides information for the upcoming legislative session.
- On December 18, Monica Meyer will provide a workshop on autism.
- Melissa is working to schedule opportunities for parents, self-advocates and agency staff to meet with legislative representatives. One opportunity entailed scheduling a meeting with a local representative at a coffee shop in Kitsap County.
- Melissa is also participating on the planning committee for the Transition Fair that is taking place on February 9.

7. NEW BUSINESS

A. Legislative and Budget Update:

- The 2018 Supplemental Operating Budget (Senate Bill 6032) requires the Office of Superintendent of Public Instruction (OSPI) and DSHS to develop an implementation plan for building statewide capacity among school districts to improve transition planning activities for students in special education. The DD board reviewed the report which summarized the collaborative activities to date in determining values, goals, resources, gaps, and barriers to implementing a smooth transition process. The report also provided an overview of the goals and formation of the Secondary

Transition Planning Workgroup and the process for gathering stakeholder input, and an implementation plan.

- The DDA 2018 Caseload and Cost Report was briefly discussed and is available on the DSHS- DDA website:
<https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/2018%20DDA%20Caseload%20and%20Cost%20Report.pdf>
- The Joint Legislative Audit and Review Committee final report has not been released yet but is expected to be released by mid-December.

B. Advocacy Reports:

- Kitsap County DD staff provided an update on behalf of George Adams. It was noted that George has some concerns regarding SAIL (Self Advocates in Leadership) as the group recently experienced a fall in attendance and lost some key leadership.

C. Employment First Forum

- Kitsap County DD staff updated the board on the plan for Kitsap County that was developed at the forum. The forum pulled the local stakeholders together to focus on planning local projects to improve outcomes.
- Areas of focus include the program with the rotary clubs, the KEDA project, and starting early.
- In addition, the focus will be on self-advocacy and being more inclusive with students; the Transition Council might be a good fit to take on this issue.
- Another area of focus is going to be on getting more students engaged in transition services.
- The forum provided a great opportunity to review ideas other counties are developing. Some of these ideas will be discussed and possibly implemented in Kitsap County.
- The data that was presented at the forum was provided to the DD board and reviewed. It was noted that the statewide data for Washington has increased positively and Washington State is ranked number one for participation in integrated employment services.

D. DD Board Priorities 2019

- The DD Board Priorities for 2019 were reviewed in detail by the board. The priorities had previously been emailed to the board for feedback.
- Questions were raised over the goal of “Continue support to the Vulnerable Adult Task Force (VATF)” from the Tier 1: High Priority. Concerns were raised as it is categorized as a high priority, but the committee is currently not meeting. After discussing the issue, the board requested that county staff provide on-going follow up on the issue and to leave the goal as a high priority.
- The priorities were updated to change DEL (Department of Early Learning) to Division of Children, Youth and Families (DCYF).

MOTION: Kathy Lougheed moved to approve the 2019 Board Priorities as discussed. Norma Brown seconded. Motion carried.

E. DDA/DVR Provider Updates

- DDA – Alex Boede, provided an update on events at DDA. DDA is working to encourage families to utilize services available through the IFS waiver as services must be used in order to maintain the waiver. DDA is also looking at different

strategies to move individuals more quickly off the no paid service caseload. They have typically been assigned to staff serving both Pierce and Kitsap DDA offices to complete the assessments before being assigned a DDA Case manager. Given the number of current requests, DDA is considering using DDA case managers to complete the no paid service list assessments to speed up the process.

- DVR – Frances Burton provided updates on DVR. Tammy Doyle has been hired as the Secondary School Transition Manger. Frances reviewed the letter from Rob Hines, Director at DVR, that discusses the DVR budget. The overall spending has not decreased by the predicted percentages since the implementation of Order of Selection. As a result, DVR is needing to reduce spending by \$500,000 per month between January 1, 2019 and June 30, 2019. Effective immediately, DVR supervisors must approve all community-based rehab program services to ensure that these services are necessary, and all non-supported Employment Customers must utilize WorkSource for 90 days before being referred for CRP Job Placement services. Also, a soon-to-be determined number of DVR staff will be assigned to provide Pre-Employment Transition Services (Pre-ETS) to eligible students in hopes of enabling more students to receive Pre-ETS and hopefully allowing DVR to expend its 15 percent set aside for Pre-ETS.

F. Provider Updates

- None

G. Officer Report

- Their will be no DD Advisory Board meeting in January. The next meeting will be Tuesday, February 5th, 2019.

H. Staff Report

- None

8. ADJOURNMENT – The meeting adjourned at 6:13 pm.

ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> Fran Aquiningoc Norma Brown Robin Christman Kathy Lougheed Marian Wiggins <u>Absent</u> George Adams Christine Johnson Donna Gearns Sandra LaCelle Linda Roche Veola Taylor	Melissa Lund, Kitsap County Parent Coalition Alex Boede, DDA Kim McCarty, DDA Frances Burton, DVR Kimberly Adams, P2P - ARC	Kelly O'Neal Alexandra Hardy Ashlee DeMoss

The Mission of the developmental disabilities advisory board is to promote choice, opportunity, and support for people with disabilities in an enhanced community where all people are included, respected, and dignified.

Kitsap County Developmental Disabilities Advisory Board

Date: April 2, 2019
Time: 5:00 p.m.
Location: Communitas, 2nd Floor Training Room
920 Park Avenue, Bremerton

A G E N D A

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF March 5, 2018 MINUTES***
- 4. ADDITIONS/APPROVAL OF AGENDA***
- 5. OLD BUSINESS**
 - A. Working Age Adult Policy Implementation**
 - B. Transition Student Update**
 - C. County Supported Employment Program Update**
 - D. Vulnerable Adult Taskforce Update**
 - E. Quality Evaluation Committee Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
 - A. Legislative and Budget Update**
 - B. Advocacy Reports**
 - C. Community Summit**
 - D. Board Officer Elections***
 - E. DDA/DVR Provider Updates**
 - F. Provider Updates**
 - G. Officer Report**
 - H. Staff Report**
- 8. ADJOURNMENT**

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**MEETING MINUTES of the
KITSAP COUNTY DEVELOPMENTAL DISABILITIES
ADVISORY BOARD**

**5:00 pm, Tuesday, March 5, 2019
Communitas, 2nd Floor Training room
920 Park Avenue, Bremerton**

- 1. CALL TO ORDER** – Sandra LaCelle, Chair, called the meeting to order at 5:00 p.m.
- 2. INTRODUCTIONS** – Members and guests introduced themselves.
- 3. APPROVAL OF December 4, 2018 MINUTES**

MOTION: Kathy Lougheed moved to approve the December 4, 2018 minutes as submitted. Norma Brown seconded. Motion carried.

4. ADDITIONS/APPROVAL OF AGENDA

MOTION: Donna Gearn moved to approve the agenda as submitted. Marian Wiggins seconded. Motion carried.

5. OLD BUSINESS

A. Working Age Adult Policy Implementation:

- The report from the Employment First Forum was reviewed and discussed. The report provided a great overview of the conference and DDA data. Going forward, areas of focus will be on increasing the number of hours individuals are working and looking at ways to improve employment outcomes.
- The Employment First committee has been working on developing the Partners for Work Program with different rotaries in Kitsap County. The Silverdale Rotary held a mock interview event for seven job seekers on January 31. The event was very well received by all involved participants. A video featuring the event was put together and emailed out to the board members to watch. The Silverdale Rotary is looking to host similar events in the future.
- On March 25, the Bainbridge Island Rotary will be interviewing two candidates as they are looking to hire a greeter for their weekly meetings. The Bainbridge Island Rotary is also looking to host a mock interview event in April.
- The Employment First Committee is continuing to work on the Kitsap Economic Development Alliance (KEDA) project. It is currently looking for volunteers to serve on Business Advisory Committee.
- It was also noted that the Bremerton Chamber of Commerce has been approached to host a mock interview event for a date in the summer as well as possibly approaching other Chambers.

B. Transition Student Update:

- The data from the 2017-2019 Transition Students was reviewed and discussed. The final report on the 2018 School to Work students was shared and it was noted that DVR reimbursement was received for five students.

- The 2019 Developmental Disabilities Resource Fair was cancelled in February due to the weather; it is not going to be rescheduled at this time.

C. County Supported Employment Program Update

- Kitsap County DD staff is working with one of the unions to finalize the second supported employment position and hopes to have the position posted soon.
- The first position is still going very well.

6. **COMMUNITY INPUT**

- Melissa Lund, Kitsap County Parent Coalition (KCPC) Coordinator, provided an update on her current activities. A lot of her workshops and meetings were postponed due to the weather.
- The next KCPC meeting will be on March 14 at 11:00am and will focus on Washington State Developmental Disabilities Trust Fund.
- Melissa attended the kick off for advocacy days in Olympia; she will also be attending advocacy days with the employment programs.
- Melissa is working on finalizing meeting times with legislatures on March 27 for parents and board members from Easterseals.
- The last IEP workshop in the series with Vanessa Lewis from Pave will be on March 28 and will focus on birth to three services.
- The next Autism workshop will be held on April 10 with Monica Meyer, Components to a Whole Life: Inclusion to Involvement, Part 1.
- The KC PC has been receiving a lot of requests for packets of information on IEP's, autism information, school to work/transition, and guardianship.

7. **NEW BUSINESS**

A. Legislative and Budget Update:

- The Governors budget was reviewed and discussed. There has been an increase in residential rates which will hopefully assist with the crisis surrounding supported living providers being unable to take on new clients due to the low rates. The Governor's budget also included funding for transition students and additional funding for DVR.
- An update on the 2019 DD Bills of Interest was reviewed and discussed by the board.
- The JLARC report was recently published. The three main takeaways from the report were:
 - 1) DDA needs to plan and implement a system that measures an individual's quality of life
 - 2.) Ensure individuals are aware they can move from individual employment to community inclusion services
 - 3) Continue to work with stakeholders with community inclusion.

B. Advocacy Reports:

- None

C. Washington State Able Savings Plan

- Kitsap County DD staff provided a handout and discussed the ABLE savings plan. This savings plan helps individuals with disabilities save money to pay for qualified expenses without losing eligibility for certain means tested benefit programs.

D. Quality Evaluation Committee

- The Quality Evaluation Committee was originally made up of DD board members Donna Gearn, Sandy LaCelle, and Christine Johnson and was tasked with reviewing RFP/RFQ procedures and qualifications. It was requested to pull the committee together again to review the changes around the RFQ process and what that might look like for future RFQs.

- New Board members are invited to participate in the committee. Please let Kitsap County DD staff know if you are interested in participating.

E. DDA/DVR Provider Updates

- DDA – Kim McCarty from DDA raised concerns over the lack of affordable housing and the shortage of openings in adult family homes. DDA staff is often having to look outside of Kitsap County for housing opportunities. It was also mentioned that providers are struggling to find caregivers. Kim also provided an update on the Consumer Directed Project and notified the board that the initial RFP only resulted in two bidders. A second RFP will be completed and will include more clear and detailed requirements. Kim updated the board on various rulemaking and policy changes that are occurring. Lastly, it was noted that a DDA ombudsman is now available.
- DVR – Frances Burton from DVR provided an update on WorkSource moving to its new location in Silverdale in July 2019. Frances also mentioned some policy changes and MOUs that are being developed that will provide more supportive employment opportunities for those who do not have access to DDA services.

F. Provider Updates

- Cathy Bisailon, Easterseals Washington – Discussed the successful mock interview event at the Silverdale Rotary.

G. Officer Report

- Board Chair, Sandy LaCelle, reminded the board that it is time to complete elections for Chair and Vice Chair. An email will be sent out seeking nominations for the positions and a vote will occur at the April DD meeting.
- Robin Christman-The Start Now Luncheon at South Kitsap High School will be held on May 30th from 3:00-6:00 pm.
- Sandy also noted that she was able to attend the legislative session in Olympia with her daughter as part of the advocacy days.

H. Staff Report

- The Kitsap County Volunteer Appreciation event will be on April 9, 4:30pm-6:30pm in the Administration Building; all DD board members are encouraged to attend.
- The 2019 Community Summit will be held June 11-13 in Wenatchee. Kitsap County DD staff will email out registration information once it is available.

8. ADJOURNMENT – The meeting adjourned at 6:02 pm.

ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> Fran Aquiningoc Norma Brown Robin Christman Donna Gears Kathy Loughed Sandra LaCelle Marian Wiggins	Melissa Lund, Kitsap County Parent Coalition Kim McCarty, DDA Frances Burton, DVR Kimberly Adams, P2P – ARC Hannah LaCelle, Community Member Ruth Holloway, Guest of Kitsap County Parent Coalition Cathy Bisailon, Easterseals Washington	Kelly O’Neal Alexandra Hardy

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
Veola Taylor <u>Absent</u> George Adams Christine Johnson Linda Roche		

The Mission of the developmental disabilities advisory board is to promote choice, opportunity, and support for people with disabilities in an enhanced community where all people are included, respected, and dignified.

Kitsap County Developmental Disabilities Advisory Board

Date: May 7, 2019
Time: 5:00 p.m.
Location: Communitas, 2nd Floor Training Room
920 Park Avenue, Bremerton

A G E N D A

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF April 2, 2018 MINUTES***
- 4. ADDITIONS/APPROVAL OF AGENDA***
- 5. OLD BUSINESS**
 - A. Working Age Adult Policy Implementation**
 - B. Transition Student Update**
 - C. County Supported Employment Program Update**
 - D. Vulnerable Adult Taskforce Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
 - A. Legislative and Budget Update**
 - a) Final Budget**
 - b) ESIT Update**
 - B. Advocacy Reports**
 - C. Community Summit**
 - D. Skookum Update**
 - E. Contracts 2019-2020**
 - F. DDA/DVR Provider Updates**
 - G. Provider Updates**
 - H. Officer Report**
 - I. Staff Report**
- 8. ADJOURNMENT**

* = Indicates action item

**MEETING MINUTES of the
KITSAP COUNTY DEVELOPMENTAL DISABILITIES
ADVISORY BOARD**

**5:00 pm, Tuesday, April 2, 2019
Communitas, 2nd Floor Training room
920 Park Avenue, Bremerton, WA 98337**

- 1. CALL TO ORDER** – Sandra LaCelle, Chair, called the meeting to order at 5:02 p.m.
- 2. INTRODUCTIONS** – Members and guests introduced themselves.
- 3. APPROVAL OF March 5, 2019 MINUTES**

MOTION: Fran Aquiningoc moved to approve the March 5, 2019 minutes as submitted. Kathy Lougheed seconded. Motion carried unanimously.

4. ADDITIONS/APPROVAL OF AGENDA

- Skookum Update added as agenda item I.

MOTION: Marian Wiggins moved to approve the agenda as amended. Norma Brown seconded. Motion carried unanimously.

5. OLD BUSINESS

A. Working Age Adult Policy Implementation:

- Employment First Committee – At the end of March, Partners for Work hired a 2019 Transition Student at the Bainbridge Island Rotary Club to be a Greeter.
 - April 15, 2019 mock interviews will be held. There are four candidates who will complete four interviews. Leaving with contact information from the employers is a focus. The interviews will be video recorded.
 - Looking to have the other Rotary Clubs engage in mock interviews.
- The Employment First Conference may have a change in venue as the Alderbrook Resort is small.
- Wise training, although it has been expanded to other locations, is not well attended and reasons why will have to be considered. A survey will be sent out.

B. Transition Student Update:

- For 2019, three people were employed. One through DVR and two through School to Work.
- School to Work provider meeting this week, any changes will be brought back to the Board.
- Kirsten is currently working to identify the 2020 students and set up meetings.
- South Kitsap's Start Now Luncheon will be held May 30th, 2019 3-6pm at the Community Transition Program.

C. County Supported Employment Program Update

- The current job is in the District Court and potentially in other Courts. Job duties are yet to be defined. Still having issues with the Union portion as the job development is non-union and there are guidelines on the type of work duties. If not resolved soon,

other departments may be explored. Human Resources is currently working on the language for the MOU.

D. Vulnerable Adult Taskforce Update

- Many changes due to 1/10th of 1% getting approved to execute many projects that meet the needs of the Vulnerable Taskforce.
- Some of the needs that are addressed:
 - Crisis Diversion
 - Behavioral Navigator
- It was found that many topics the Taskforce addresses regarding staffing, the APS reps have a multi-disciplinary group that meets regularly. The group, in fact, includes members from the Taskforce. If the Taskforce continues to meet, the purpose and focus will have to be reevaluated.
- April 18, 2019 is the next meeting and an update will be brought back to the Board.

E. Quality Evaluation Committee Update

- Donna, Sandy, and Kelly met and discussed changes with the request for qualification process. It is a continuous process for the Adult Employment Day Program Services where they can submit applications at any time. The Committee reviews and scores the applications and bring to the Board for a vote.
- At this time, two applications have been received. It is anticipated that the Committee will meet in May and a report will be delivered to the Board in June.

6. COMMUNITY INPUT

- Melissa (KCPC) is attending Advocacy Days in Olympia on Wednesdays. Spoke with legislatures on a few different topics. Self-advocates, agencies, and parents were in attendance.
- Plans to meet with Kitsap legislature on four topics i.e. more care during the day for children and adults.
- Housing will be discussed at the KCPC meeting in June.
- The support meeting with Washington DD Endowment Trust Fund was held. More information is available through Melissa.
- The Last IEP workshop was held.
- DSHS Community Resource Fair is Thursday April 4.
- Autism workshop is on April 10.
- DDA Information Application Night is April 30,2019.
- Inclusive Education Conference is at end of April.
- The Family Caregiver meeting is April 11.

7. NEW BUSINESS

A. Legislative and Budget Update:

- April 3rd cutoff date to move forward with bills, finalization is April 28.
- Proposed funding streams and bills of interest are available for review. (Can be found at arcwa.org)
- ECIT – There are a lot of changes and the focus is to maximize funding. A challenge ECIT is facing is what the structure will look like and what will be proposed to do with the funding.
- Electronic Verification that is a way to hold *anyone* who is providing home healthcare accountable. This will not be implemented until January 1, 2020 and could be as late

as July 1, 2021. One issue is that there was only two respondents and it was realized that they probably did not include enough information in the announcement.

B. Advocacy Reports:

- Melissa – SAIL is active with the Advocacy Days in Olympia.

C. Community Summit

- June 11-13, 2019, theme is Enriching Lives, and last day for Board Members to register for scholarship is April 26.

D. Board Officer Elections

- Nominations are closed. Donna Bearns voted in as Vice Chair. Sandra LaCelle voted in as Chair.

E. DDA/DVR Provider Updates

- Frances Burton of DVR has left to the work with the VA. A new representative should be in place soon.
- Training on MOU for DDA hasn't been instituted.
- Transition year for students is coming up. Currently preparing and considering how all applicants will be served. Arranging group activities for those on the waitlist. Most students on the waitlist are still in school. Looking to catch the students at an earlier age. For those active in the program, only two or three providers are willing to do work-based training.
- DVR Director & Region 3 Administrator spoke at the All County meeting. DVR was concerned with changes regarding the tiered waitlist. It seems that the expenditures have decreased, and revenue should be up around Summer.
- The new Transition Leader is Tammy Doyle and the plan is to hire two Transition Coordinators per region.
- Challenges have presented themselves with the Pre-Employment Services. Kelly and Region 3 Administrator to meet on the topic.

F. Provider Updates

None.

G. Officer Report

None.

H. Staff Report

- Volunteer Appreciation Reception is on April 9th 4:30 – 6:00 pm.

I. Skookum Update

- Will not renew contract with the County which ends June 30th, 2019.
- Kelly is working with DDA to get the seven Skookum clients in contact with their case managers and look for another agency to work with.

8. ADJOURNMENT – The meeting adjourned at 6:07 pm.

ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> Fran Aquiningoc Norma Brown Donna Gearns Kathy Lougheed Sandra LaCelle Marian Wiggins Veola Taylor <u>Absent</u> George Adams Christine Johnson Linda Roche Robin Christman	Melissa Lund, Kitsap County Parent Coalition Shannon Bryant, DVR Kimberly Adams, P2P – ARC	Kelly O'Neal Ashlee DeMoss

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Kitsap County Developmental Disabilities Advisory Board

Date: June 4, 2019
Time: 5:00 p.m.
Location: Communitas, 2nd Floor Training Room
920 Park Avenue, Bremerton

A G E N D A

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF May 7, 2019 MINUTES***
- 4. ADDITIONS/APPROVAL OF AGENDA***
- 5. OLD BUSINESS**
 - A. Working Age Adult Policy Implementation**
 - B. Transition Student Update**
 - C. County Supported Employment Program Update**
 - D. Accessible Communities Advisory Committee**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
 - A. Legislative and Budget Update**
 - B. Advocacy Reports**
 - C. Contracts 2019-2020***
 - D. QEC Committee-**
 - a) RFQ Employment/Day Program Services***
 - E. DDA/DVR Provider Updates**
 - F. Provider Updates**
 - G. Officer Report**
 - H. Staff Report**
- 8. ADJOURNMENT**

* = Indicates action item

**MEETING MINUTES OF THE
KITSAP COUNTY DEVELOPMENTAL DISABILITIES
ADVISORY BOARD**

**5:00 pm, Tuesday, May 7, 2019
Communitas, 2nd Floor Training room
920 Park Avenue, Bremerton, WA 98337**

- 1. CALL TO ORDER** – Donna Gearns, Vice-Chair, called the meeting to order at 5:00 p.m.
- 2. INTRODUCTIONS** – Members and guests introduced themselves.
- 3. APPROVAL OF April 2, 2019 MINUTES**

*MOTION: Robin Christman moved to approve the April 2, 2019 minutes as submitted.
Marian Wiggins seconded. Motion carried unanimously.*

4. ADDITIONS/APPROVAL OF AGENDA

*MOTION: Marian Wiggins moved to approve the agenda as submitted. Robin Christman
seconded. Motion carried unanimously.*

5. OLD BUSINESS

A. Working Age Adult Policy Implementation:

- Employment First Committee –
 - Partners for Work Update: Mock interviews were held at the Bainbridge Island Rotary Club. There were four candidates who each completed four interviews. One Rotarian who owns a business expressed interest in hiring one of the candidates interviewed.
 - Silverdale Rotary Club is interested in holding mock interviews again in the fall.
 - Supported Employment staff presented information about services at the Bremerton Chamber of Commerce in April and a mock interview is planned in August 2019. Discussing reaching out to other Chambers to do the same thing.
- Efforts to begin earlier continues as Holly Ridge is looking to expand services to parents beyond age three. They have pulled together a parent advisory committee and will be looking at grant opportunities to fund the program. Given the transition council also supports starting earlier, a subcommittee formed with the focus on increasing community connections, activities and opportunities for kids and youth with disabilities. Both groups are wanting to conduct a similar survey to start and have begun meeting together in its development. The next meeting is scheduled at the end of the month.
- Monica Meyer will be providing a training this month to community organizations to help build their efforts in their inclusion of people with disabilities into their organizations.
- A proposal to provide intensive training to agency staff on positive behavioral support and communication was requested and the TA contract with WISE will cover

some of the funding needed to support the training. Pierce County DD will also fund part of the training.

B. Transition Student Update:

- South Kitsap's Start Now Event will be held May 30, 2019 3-6pm at the district's Community Transition Program.
- Hope to have more jobs by June for the 2019 transition students.
- Three students are currently working. Two out of the eight students in the School to Work program discontinued the program.
- Kirsten Murray is currently meeting and signing up 2020 School to Work students.
- Proposed changes for the upcoming School to Work program include funding to start in July instead of September and a form has been developed for teachers to complete so the agency working with the student gains an overall perspective on the students they will be working with.

C. County Supported Employment Program Update

- The MOU was finalized and will be on the May 13th BOCC agenda. If approved, work can continue in developing the second position.
- Marketing materials are being developed as county departments are in the process of planning their budgets for the upcoming year.

D. Vulnerable Adult Taskforce Update

- The Vulnerable Taskforce (VATF) recently met. Discussion occurred as whether it made sense for the group to continue to meet. The purpose/focus is still unclear.

6. COMMUNITY INPUT

- Melissa (KCPC) – summarized requests she received during the past month that included IEP, guardianship, and general resources.
- Melissa shared information regarding her recent activities that included her participation at the CSO Resource Fair, supporting the Autism workshop provided by Monica Meyer, and attending the Spokane Inclusive Education Conference.
- Melissa reported that approximately 70 Adults attended the DDA Workshop held at Ridgetop Middle School and roughly 30 attendees completed DDA applications. Considering holding it again the Fall.
- Melissa shared upcoming events that included information about the May 9th KCPC Family & Caregiver Support meeting and her plan to attend an Affordable Housing Conference on May 13th in Vancouver.
- The Statewide Retreat for Parent Coalitions will be held July 22-24.

7. NEW BUSINESS

A. Legislative and Budget Update

- Reviewed and discussed the final budget. Highlights included: a community residential rate increase, funds for transition students, Healthcare for Workers with Disabilities removed income and age limitations, schools will get an increase in the special education multiplier and beginning July 1, 2020 no state agency can pay employees less than minimum wage.
- ESIT Update- an FAQ was provided and discussed. Current structure of the program will remain in place for another year and OSPI funding will not transfer to DCYF until next year. A report to the Legislature detailing the specifics of the funds transfer is due September 1, 2019.

B. Advocacy Reports – None.

C. Community Summit

- Scholarship registration closed April 26th and 32 people are signed up to attend from Kitsap including two Board members.

D. Skookum Update

- All of Skookum's seven participants have connected with other agencies. The transition of services began in April and all participants will have begun services with their new agency by the beginning of June.

E. Contracts 2019-2020

- At the June meeting, Board members will be reviewing and voting on the contract budgets for next year.
- The county received additional funds from DDA to cover this budget year's costs.

F. DDA/DVR Updates

- DDA: They are making caseload shifts in order to streamline processes and better support clients.
- DVR: Information was sent out by Director Rob Hines. He shared that decreases in spending continue so DVR is financially doing better, and they will be able to continue to serve customers who qualify under the MSD category. While they were awarded one million additional dollars this Legislative session, they foresee remaining in Order of Selection but will be evaluating in July whether they can begin releasing people from the waitlist.

G. Providers Updates –

- Kimberly Adams, Parent to Parent Coordinator shared facilitating a training for the Able Savings Account program in Kingston last month and has another one planned in Bremerton on May 11th.

H. Officer Report

- There will be no meetings in July and August. If something needs to be addressed an e-mail will be sent.

I. Staff Report

- A few Board members did attend the Volunteer Appreciation reception.

8. ADJOURNMENT – The meeting adjourned at 5:54 pm.

ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> Fran Aquiningoc Norma Brown Donna Gearns Marian Wiggins Robin Christman <u>Absent</u> George Adams Christine Johnson Linda Roche Kathy Lougheed Sandra LaCelle Veola Taylor	Melissa Lund, Kitsap County Parent Coalition Kimberly Adams, P2P – ARC Kim McCarty, DDA	Kelly O’Neal Ashlee DeMoss

The Mission of the developmental disabilities advisory board is to promote choice, opportunity, and support for people with disabilities in an enhanced community where all people are included, respected, and dignified.

Kitsap County Developmental Disabilities Advisory Board

Date: September 3, 2019
Time: 5:00 p.m.
Location: Communitas, 2nd Floor Training Room
920 Park Avenue, Bremerton

A G E N D A

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF June 4, 2019 MINUTES***
- 4. ADDITIONS/APPROVAL OF AGENDA***
- 5. OLD BUSINESS**
 - A. Working Age Adult Policy Implementation**
 - B. Transition Student Update**
 - C. County Supported Employment Program Update**
 - D. Accessible Communities Advisory Committee Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
 - A. Legislative and Budget Update**
 - B. Advocacy Reports**
 - C. School to Work/Work Foundations**
 - D. NW APSE Conference**
 - E. North Kitsap Community Connections Resource Fair**
 - F. DDA/DVR Provider Updates**
 - G. Provider Updates**
 - H. Officer Report**
 - I. Staff Report**
- 8. ADJOURNMENT**

* = Indicates action item

**MEETING MINUTES OF THE
KITSAP COUNTY DEVELOPMENTAL DISABILITIES
ADVISORY BOARD**

**5:00 pm, Tuesday, June 4, 2019
Communitas, 2nd Floor Training room
920 Park Avenue, Bremerton**

- 1. CALL TO ORDER** – Sandra LaCelle, Chair, called the meeting to order at 5:00 p.m.
- 2. INTRODUCTIONS** – Members and guests introduced themselves.
- 3. APPROVAL OF MAY 7, 2019 MINUTES**

MOTION: Marian Wiggins moved to approve the May 7, 2019 minutes as submitted. Veola Taylor seconded. Motion carried.

4. ADDITIONS/APPROVAL OF AGENDA

MOTION: Donna Gearns moved to approve the agenda as submitted. George Adams seconded. Motion carried.

5. OLD BUSINESS

A. Working Age Adult Policy Implementation:

The Employment First Committee (EFF):

- Partners for Work Update: The video link of the mock interviews held at the Bainbridge Island Rotary Club was sent out prior to the meeting. The EFF committee will be meeting again, tomorrow. One of the topics on the agenda is continued efforts to expand the Partners for Work to other rotaries in Kitsap.
- The meeting that had been scheduled at the end of the May between Holly Ridge and members of the transition council focused on efforts to begin earlier regarding community connections, opportunities, and activities was re-scheduled to the end of June. It is anticipated their work will continue over the summer.

B. Transition Student Update:

- Reviewed information and discussed the hope for additional 2019 students to become employed. Almost all the 2020 students that expressed interest in participating in the School to Work program have completed their applications. It is anticipated that there will be 16 students participating this upcoming year. Some students have chosen to begin services in July.
- The Transition Council held their last meeting for the year in May. One of the sub-committees is focused on the importance of transition planning and starting early. Training was developed for school staff in efforts to enhance information provided to parents and students. Training will be held June 19, 2019 at South Kitsap with the hope that more districts will participate next year.
- The Washington and Oregon APSE Chapters are holding their Pacific Northwest Conference in Bremerton this year. The conference is scheduled for September

24th and 25th at the Kitsap Conference Center. There is a student track planned as part of the conference that will be held on September 25th.

- The Start Now Open House occurred May 30th at South Kitsap district's Community Transition Program. The event was held at a later time this year and parent attendance wasn't as robust as previous years.

C. County Supported Employment Program Update

- The MOU was approved by the Board of County Commissioners on May 13. Efforts to move ahead on the second position are underway.
- Additionally, budget planning for next year is being carried out so efforts are occurring to reach out to additional county departments about the program.

D. Accessible Communities Advisory Committee

- The Committee focus is to raise awareness about disability related issues in our county. Projects are being discussed such as portable ramps, stickers for community members to call and ask for assistance to enter local businesses, and all-terrain wheelchairs in parks.
 - There has been a delay with the ramps regarding the specifications of handrails.
 - The letter to local businesses explaining the accessibility stickers is all mapped out and the stickers themselves have been designed. 5,000 stickers will be printed soon. The stickers will be shared with the Board once ready to distribute. The Employment Security Department is funding the sticker project and the Committee will be tracking them.
 - All-terrain wheelchairs are another project currently being worked on. If funded, Bainbridge Island Parks and Rec would be the testing ground.

6. COMMUNITY INPUT

- Melissa Lund (KCPC) – The housing conference in Vancouver was DD specific, however it wasn't specific to our region. The next KCPC meeting will be on Thursday, June 20 and housing will be the topic. The information provided at the housing conference will be passed along at the meeting as well as guests from Kitsap Community Resources and County Housing programs will be providing information.
- Monica Meyer provided training to community organizations focused on inclusion and people first language.
- The May KCPC meeting topic was Neuroscience, Epigenetics, ACEs and Resilience Research Update (NEAR).
- Melissa participates on the County's Voters Accessibility committee. They met last month and discussed a variety of items that included voting stations and if mobile units might be an option; increasing the number of drop-boxes and where they are located; and improving voter registration.
- Melissa participated at South Kitsap's Start Now Luncheon and provided information on DD and the KCPC to families and staff.

- Melissa summarized information requests she received during the past month.
- The final Autism Workshop, Components of a Whole Life, Part 2 will be provided by Monica Meyer on June 24th.

7. NEW BUSINESS

A. Legislative and Budget Update:

- Lori Thomas, Program Administrator from ESIT met with counties at their May ACHS meeting. She shared ESIT is putting off any system changes this upcoming year. A notable proposed change is how data is collected and the change may prove to be an issue for providers. There are still a lot of questions regarding proposed changes and it was felt additional time is needed to address provider issues and concerns.
- It is projected the changes to Healthcare for Workers with Disabilities, eliminating the age and income limits will impact approximately 400 people statewide.

B. Advocacy Reports:

George Adams - SAIL seems to be having problems since turnover in leadership.
 Kimberly Adams – An ABLE Account Workshop was held in May and there were 12 people who attended.

C. Contracts 2019- 2020*:

DD staff provided the projected budget for the upcoming year. Discussion occurred regarding the projected funding expenditures. County staff is still working with WISE and Monica Meyer in planning their upcoming training and technical assistance budgets. Information will be forwarded to members for review when this information becomes available. The board was asked to approve the projected budgets for contracts.

MOTION: Veola Taylor motions to approve the budget as submitted and the advancement of the budget to the Board of County Commissioners. Marian Wiggins seconded. Motion carried.

D. QEC Committee RFQ Employment/Day Program Services*:

QEC committee met in mid-May to review the one received application from Vadis. They are currently providing IE services and applied to begin providing community inclusion services. Discussed areas reviewed and the QEC Committee's recommendation that Vadis be added to the qualified provider network for community inclusion services.

MOTION: Veola Taylor motioned to carry the recommendation of the QEC Committee to approve Vadis as the qualified provider network for Community Inclusion Services. Robin Christman seconded. Motion Carried.

E. DDA/DVR Provider Updates

- DDA hired Heather Reese as a part-time CRM in the Kitsap office and Janis Nixon is retiring this month.

- DVR hired Tammie Doyle as a Secondary Transition Manager working with the School to Work contracts and transition services. Counties with School to Work contracts are scheduled to meet with Tammie mid-July.

F. Provider Updates

None.

G. Officer Report

- In August 2019, Robin will be retiring from the DD Advisory Board. He will come back to the September 2019 board meeting for a formal send-off and goodbye treats.
- Donna will stay another term with the DD Advisory Board.

H. Staff Report

- Department of Emergency Management is hosting a FAST Member training on June 15.
- No meeting in July or August of 2019. Meetings resume September 3, 2019.

8. ADJOURNMENT – The meeting adjourned at 5:50 pm.

ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> Norma Brown Robin Christman Donna Gears Kathy Loughheed Sandra LaCelle Marian Wiggins Veola Taylor George Adams <u>Absent</u> Christine Johnson Linda Roche Fran Aquiningoc	Melissa Lund, Kitsap County Parent Coalition Kim McCarty, DDA Kimberly Adams, P2P – ARC Hannah LaCelle, Community Member Kelley Nesbitt, Self-Advocate Ryan Nesbitt, Self-Advocate	Kelly O’Neal Ashlee DeMoss

The Mission of the developmental disabilities advisory board is to promote choice, opportunity, and support for people with disabilities in an enhanced community where all people are included, respected, and dignified.

Kitsap County Developmental Disabilities Advisory Board

Date: October 1, 2019
Time: 5:00 p.m.
Location: Communitas, 2nd Floor Training Room
920 Park Avenue, Bremerton

A G E N D A

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF September 3, 2019 MINUTES***
- 4. ADDITIONS/APPROVAL OF AGENDA***
- 5. OLD BUSINESS**
 - A. Working Age Adult Policy Implementation**
 - B. Transition Student Update**
 - C. County Supported Employment Program Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
 - A. Legislative and Budget Update**
 - B. Advocacy Reports**
 - C. School to Work/Work Foundations Update**
 - D. Voter Accessibility**
 - E. Informing Families/Community of Practice**
 - F. DDA/DVR Provider Updates**
 - G. Provider Updates**
 - H. Officer Report**
 - I. Staff Report**
- 8. ADJOURNMENT**

* = Indicates action item

**MEETING MINUTES OF THE
KITSAP COUNTY DEVELOPMENTAL DISABILITIES
ADVISORY BOARD**

**5:00 pm, Tuesday, September 3, 2019
Communitas, 2nd Floor Training room
920 Park Avenue, Bremerton**

- 1. CALL TO ORDER** – Donna Gearns, Interim Chair, called the meeting to order at 5:08 p.m.
- 2. INTRODUCTIONS** – Members and guests introduced themselves.
- 3. APPROVAL OF June 4, 2019 MINUTES**

MOTION: Marian Wiggins moved to approve the June 4, 2019 minutes as submitted. Kathy Lougheed seconded. Motion carried.

4. ADDITIONS/APPROVAL OF AGENDA

Interim Chair moves item 7.H Officer Report before Old Business.

MOTION: Frances Aquiningoc moved to approve the agenda as submitted. Kathy Lougheed seconded. Motion carried.

5. OLD BUSINESS

A. Working Age Adult Policy Implementation:

- The Employment First Committee (EFF):
 - Partners for Work Update (PFW): Mock interviews are scheduled in October at both the Bainbridge Island and Silverdale Rotary Clubs. EFF committee members met with the Bremerton Rotary Club’s president who expressed interest in Partners for Work. A date to present PFW information to the club is in the works.
 - EFF committee members met with members of the West Sound Human Resource Managers Association (WSHRMA) the end of August about forming a Business Advisory Committee. They discussed how best to work together, who from WSHRMA should be included on the committee, topics they would like to address and next steps.
- This year there will be four staff from different agencies sending staff to the Highline Employment Professional Certification Program. It is a year-long, intensive training program for staff to better work with businesses and support people looking for jobs.
- The “Connect the Dots Group” comprised of Holly Ridge staff and a sub-committee from the Transition Council met over the summer to discuss the development of a survey focused on starting early and inclusive community connections. Holly Ridge and the Parent Coalition elicited parent feedback at scheduled activities over the summer and the group is getting back together to review the feedback and begin survey development this month.

B. Transition Student Update:

- There is a total of 12 students enrolled in School to Work for the upcoming year. Some students choose to begin services in July versus September. A column for college has been added to the regular transitional student's data review. Reviewed the 2019 data.
- Met in August to plan the upcoming PAVE facilitated IEP workshops for this year. It was decided to hold two out of the five workshops in North Kitsap this year. A flyer with the details will be coming soon.
- The ESD hired Melanie Garrett as the Assistant Director of Special Services. She will be working closely with Jennifer Acuna the Director of Special Services. Melanie's focus will be on transition and she will begin attending the Transition Council meetings.

C. County Supported Employment Program Update

- Even though the MOU was approved by the Board of County Commissioners in May, there has been additional questions/concerns from the Union regarding the program that has delayed the posting of the second position. A meeting was held last week to address their questions and concerns. While the union issues were resolved, other concerns were brought forward during the meeting not related to the supported employment program that may also delay the posting of the second position. Additional follow-up is occurring with the department to determine when the second position will be posted.
- Additionally, other county departments have come forth throughout the budgeting process to propose and plan for supported employment positions in 2020.

D. Accessible Communities Advisory Committee

- The business stickers for community members to call and ask for assistance to enter local businesses have been made. However, the payment to obtain the stickers is still in the works so the stickers are not yet available for distribution. County staff has been in contact with committee membership as it is felt that given the work of the supported employment providers, they could also assist in distributing the stickers to businesses.

6. COMMUNITY INPUT

- Melissa Lund (KCPC) –The next KCPC meeting will be held on Thursday, September 12. Guardianship will be the topic. KCPC reached out to the North Kitsap School District to explore holding some evening KCPC meetings up in north end of the county as well as autism trainings with Monica Meyer. The next KCPC will be held on October 10th and transition will be the topic.
- Melissa has been partnering with North Kitsap School District staff and there is a North Kitsap Community Connections Resource Fair planned on November 2.
- Melissa detailed her activities over the summer that included the July KCPC meeting and August KCPC picnic; work with other Parent Coalitions around the state that included a meeting with DDA's Assistant Secretary, Evelyn Perez; and participation in an informational meeting conducted by Senator Randall.
- Melissa summarized information requests she received during the past month.

7. NEW BUSINESS

A. Legislative and Budget Update:

- Discussed and reviewed additional information provided by ESIT regarding proposed changes to early intervention services. A timeline was developed that reflected how funding allocations will be determined over the next six months with a final decision made by March 1, 2020. The plan remains to shift funds from OSPI to ESIT by July 1, 2020.
- There remains a lot of questions regarding what the proposed changes will ultimately be and the impact on services and providers.

B. Advocacy Reports:

None.

C. School to Work/Work Foundations:

- Efforts have been happening at a statewide level in addressing transition services and the possibility of utilizing DDA funds to support transition efforts with students earlier than the last year before the graduate. As work continues, additional details will be shared.

D. NW APSE Conference:

- Registration for the conference is near full. The conference will kickoff September 23 with an Intelligent Lives free showing at Bremerton SEEFilm. Students from South Kitsap, Central Kitsap, and Bremerton are planning to attend on the student planned day of the conference on September 25th.

E. North Kitsap Community Connections

- Melissa Lund has been working with North Kitsap School District staff around planning a mini-resource fair for the north end of the county. The North Kitsap Community Connections Resource Fair will be held on Saturday, November 2, from 10 am-1 pm at Kingston Middle School.

F. DDA/DVR Updates:

- DDA Update: Kim McCarty shared that DSHS which choose to go with the model of Consumer Direct Employer to assist in implementation of the electronic visit verification (EVV) requirements has chosen vendors, Public Partnerships Limited and Consumer Direct Care Network. Consumer Direct Care Network will cover Kitsap. There is a new Kitsap County Resource Manager that will be Bremerton three days a week and two days in Port Angeles. DDA CRM, Heather Reece will begin working full time in the Bremerton office, starting October 16th.
- DVR Update: County staff shared that Tammie Doyle, DVR's Secondary Transition Manager met with counties at the July ACHS meeting to discuss her role around transition services. She shared that she will also be working with school districts statewide in conducting a needs assessment survey as part of WIOA requirements around pre-employment services. DVR plans to begin releasing customers off their waiting list this month.

G. Provider Updates

- Heidi – Trillium –Set a goal of 70% of jobs will be outside the food and retail fields. Currently 45% of jobs are in these categories. Also, two Trillium Staff in the Kitsap office were promoted into Assistant Manager roles.

H. Officer Report

- Robin retired on August 31. He was presented a plaque for his years of service with the Advisory Board.
- Norma will be stepping down from the Advisory Board due to scheduling issues.

G. Staff Report

None.

8. **ADJOURNMENT** – The meeting adjourned at 6:10 pm.

ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> Fran Aquiningoc Donna Gearns Kathy Loughheed Sandra LaCelle Marian Wiggins	Melissa Lund, Kitsap County Parent Coalition Kim McCarty, DDA Kimberly Adams, P2P – ARC Hannah LaCelle, Community Member Heidi Scheibner, Trillium Shauna Eurritt, Vadis Ashley Jackson, Easter Seals Robin Christman, Community Member	Kelly O’Neal Ashlee DeMoss
<u>Absent</u> Christine Johnson Linda Roche Veola Taylor George Adams		

The Mission of the developmental disabilities advisory board is to promote choice, opportunity, and support for people with disabilities in an enhanced community where all people are included, respected, and dignified.

Kitsap County Developmental Disabilities Advisory Board

Date: November 5, 2019
Time: 5:00 p.m.
Location: Communitas, 2nd Floor Training Room
920 Park Avenue, Bremerton

A G E N D A

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF October 1, 2019 MINUTES***
- 4. ADDITIONS/APPROVAL OF AGENDA***
- 5. OLD BUSINESS**
 - A. Working Age Adult Policy Implementation**
 - B. Transition Student Update**
 - C. County Supported Employment Program Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
 - A. Legislative and Budget Update**
 - B. Advocacy Reports**
 - C. 1/10th of 1% Projects-Gay Neal**
 - D. DD Board Priorities 2019**
 - E. School to Work/Work Foundations Update**
 - F. DDA/DVR Provider Updates**
 - G. Provider Updates**
 - H. Officer Report**
 - I. Staff Report**
- 8. ADJOURNMENT**

* = Indicates action item

**MEETING MINUTES OF THE
KITSAP COUNTY DEVELOPMENTAL DISABILITIES
ADVISORY BOARD**

**5:00 p.m., Tuesday, October 1, 2019
Communitas, 2nd Floor Training room
920 Park Avenue, Bremerton**

- 1. CALL TO ORDER** – Donna Gearns, Interim Chair, called the meeting to order at 5:00 p.m.
- 2. INTRODUCTIONS** – Members and guests introduced themselves.
- 3. APPROVAL OF September 3, 2019 MINUTES**

MOTION: Frances Aquiningoc moved to approve the September 3, 2019 minutes as submitted. Kathy Lougheed seconded. Motion carried.

4. ADDITIONS/APPROVAL OF AGENDA

Interim Chair adds item 7.J Accessible Communities Advisory Committee's, Business Stickers.

MOTION: Marian Wiggins moved to approve the agenda as submitted. Frances Aquiningoc seconded. Motion carried.

5. OLD BUSINESS

A. Working Age Adult Policy Implementation:

- The Employment First Committee (EFF):
 - Partners for Work Update (PFW): Mock interviews are scheduled to take place in October at the Silverdale Rotary Club, there will be (7) candidates for mock interviews and Bainbridge Rotary will host (4) candidates. Bremerton Rotary hired a host / greeter in April, the hire has been a successful temporary position allowing the employee to gain skills.
 - This year there will be four staff from different agencies attending the Highline Employment Professional Certification Program. It is a year-long, intensive training program for staff to better work with businesses and support people looking for jobs.
- The "Connect the Dots Group" comprised of Holly Ridge staff and a sub-committee from the Transition Council continue their work around community inclusion. They met in September to begin compiling a survey focused on starting early and inclusive community connections.
- Washington's Hiring Network will be conducting a training with the location TBA. In the past the training has taken place at multiple locations and the turn out was low at each. This year they have discussed dialing back offering multiple locations and finding a centralized location to host the training. Possibility of the training to be held in Tacoma.

- Kelly gave a recap on the APSE Conference, which she stated went well and was well attended. Emily Randle, Senator was the keynote speaker and discussed her work at the legislative level with supported work services. The day of the 25th, school district students attended from South Kitsap, Bremerton, Central and Oregon. Heidi added that they did a great job incorporating Kitsap. Keri Sieckowski, HR Analyst from Kitsap County Human Resources Department spoke on the legacy panel about the experience of hiring a supported employee.

B. Transition Student Update:

- There was a total of 12 students enrolled in School to Work for the upcoming year. There has now been a 13th student identified.
- The Parent Training and Information, PAVE facilitated IEP workshops will be held at the Educational Service District 114, 105 National Avenue North, Bremerton Washington 98312. This year's topics will be as follows;
 - Understanding the Procedural Safeguard Notice (Parental Rights), October 30, 2019 from 2:00 p.m. – 4:00 p.m.
 - School Discipline - Restraint and Isolation, January 29, 2020 from 2:00 p.m. – 4:00 p.m.
 - High School Transition and Beyond, May 27, 2020 from 2:00 p.m.- 4:00 p.m.
- The ESD hired Melanie Garrett, Assistant Director of Special Services who is working closely with Jennifer Acuna, Director of Special Services. Melanie's focus is on transition and she will begin attending the Transition Council meetings.

C. County Supported Employment Program Update

- Budget deliberation have taken place at the county and several departments applied for funds to develop a supported employee position. No funding from the, "General Fund" was approved. Three other departments put in requests and for supported employment with availability to fund the position. These job descriptions will be developed at the end of October.
- The county is working towards developing a film to promote the Supported Employee concept across the county. The film will feature interviews with supervisors who currently have a shared supported employee in their departments.

6. COMMUNITY INPUT

- Melissa Lund, Kitsap County Parent Coalition – attended the KCPC meeting held on Thursday, September 12th. Guardianship and Individualized Education Program (IEP) were the main topics. The next KCPC will be held on October 10th and transition will be the topic.
- Melissa has been partnering with North Kitsap School District staff and there is a North Kitsap Community Connections Resource Fair planned on November 2nd.
- Melissa discussed the state-wide meeting held in Yakima where they are gearing up for legislative sessions. Her work with other Parent Coalitions around the state which

included a meeting with DDA's Assistant Secretary, Evelyn Perez. The next DDA meeting will be held in December 2019.

- Melissa discussed the IEP Forum in Redmond, "Blue Prints to Special Education", Workshops focused on steps, rights and responsibilities, laws and mediation.
- Announcement of upcoming events;
 - School to work transitions (where)
 - Support meeting for North Kitsap 5:00 – 7:00 p.m. (location)
 - Autism One-on-One, Tuesday, October 22nd from 5:30 – 8:30 p.m. Certification provided. Held at the Student Support Center in Poulsbo
 - IEP workshop, Wednesday, October 30th from 2:00 – 4:00 p.m. Held at ESD 114
 - Film; Living Independently, November 3rd, Kingston Firehouse Theatre
- Inclusionary Practice Project Pilot Sites
 - OSPI has partnered with stakeholders to support implementation of professional development in support of inclusionary practice
 - OSPI has identified 160 schools to run the pilot, with 3 of those schools in our region and TBA later this week
 - Schools were chosen based on their LRE 2 scores, the higher the score is Indicative of a higher potential need for systematic related improvements
 - There was a Request for Proposal (RFP) sent out to schools
 - The feeder schools of the chosen schools will also be supported

7. NEW BUSINESS

A. Legislative and Budget Update:

- Funding allocations will be determined over the next six months with a final decision made by March 1, 2020. The plan remains to shift funds from OSPI to ESIT by July 1, 2020.

B. Advocacy Reports:

None. (was there anything here)

C. School to Work/Work Foundations:

- October transition efforts with students were reviewed, handout was provided.

D. Voter Accessibility:

- Accessible Ballot drop box locations flyer was handed out. Beginning October 18th, ballot boxes will be opened and will remain open 24 hours a day until 8:00 p.m. on Election Day. Ballot drop boxes provide a safe, secure way for voters to deposit their ballots.

E. Informing Families / Community of Practice

- Washington State Developmental Disabilities Council, Ed Holen retired and his replacement, Jeremy Nordan-Paul is the council's new Executive Director. His term began on July 1, 2019. He has extensive experience with workforce.
- Kelly has been asked to be the county representative who attends the quarterly meetings. She attended in September with the next meeting in December.
- Kelly will be involved in Advocacy Days and the Legislative Forum.

F. DDA/DVR Updates:

- DDA Update: approval process has changed from (3) months to (6) months. The change reduces paperwork for the providers so they can spend more time with clients. The change further reduces reviewing time.

G. Provider Updates

- Heidi – Trillium –announced that two staff had been promoted. They are busy kicking off the school year with meetings with schools.
- Went to **WA-TAPP** to ensure we are getting resources for our students.

H. Officer Report

- Richard VanCleave, Kitsap County Human Services, Deputy Director gave a brief introduction of himself to the Board.
- Announcement; Jennifer Acuna would like to join the Board.

I. Staff Report

Kelly Oneal announced her vacation leave scheduled for October 18th -October 31st. She will send out the agenda and minutes on the 17th before she leaves.

J. Accessibilities Communities Advisory Committee-Business Stickers

Hannah Shockley, Supervisor Kitsap County Human Services gave a report on the Business Stickers project that was approved and funded by the Governors office. Stickers have been purchased and are available for distribution. The ACAC has worked hard to develop the project which provides businesses in our community with a free sticker that will assist people with severe mobility impairments to easily access business establishments by calling the readily available phone number to the establishment. The stickers will be placed on windows and doors to the entrance of these establishments. The stickers will be available through the county Chamber of Commerce or the Kitsap County Human Services Department.

8. ADJOURNMENT – The meeting adjourned at 6:10 pm.

ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<p><u>Present</u> Fran Aquiningoc Donna Gearns Kathy Loughheed Marian Wiggins</p> <p><u>Absent</u> Christine Johnson Linda Roche Veola Taylor George Adams Sandra LaCelle</p>	<p>Melissa Lund, Kitsap County Parent Coalition Kim McCarty, DDA Kimberly Adams, P2P – ARC Heidi Scheibner, Trillium Shauna Eurritt, Vadis Jennifer Acuna, OESD 114</p>	<p>Kelly O’Neal Hannah Shockley</p>

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Kitsap County Developmental Disabilities Advisory Board

Date: December 3, 2019
Time: 5:00 p.m.
Location: Communitas, 2nd Floor Training Room
920 Park Avenue, Bremerton

A G E N D A

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF November 5, 2019 MINUTES***
- 4. ADDITIONS/APPROVAL OF AGENDA***
- 5. OLD BUSINESS**
 - A. Working Age Adult Policy Implementation**
 - B. Transition Student Update**
 - C. County Supported Employment Program Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
 - A. Legislative and Budget Update**
 - B. Advocacy Reports**
 - C. School to Work/Job Foundations Update**
 - D. WELN Training**
 - E. DD Board Priorities 2019***
 - F. DDA/DVR Provider Updates**
 - G. Provider Updates**
 - H. Officer Report**
 - I. Staff Report**
- 8. ADJOURNMENT**

* = Indicates action item

**MEETING MINUTES OF THE
KITSAP COUNTY DEVELOPMENTAL DISABILITIES
ADVISORY BOARD**

**5:00 p.m., Tuesday, November 5, 2019
Communitas, 2nd Floor Training room
920 Park Avenue, Bremerton**

- 1. CALL TO ORDER** – Sandra LaCelle, Chair, called the meeting to order at 5:00 p.m.
- 2. INTRODUCTIONS** – Members and guests introduced themselves.
- 3. APPROVAL OF October 1, 2019 MINUTES**

MOTION: Kathy Lougheed moved to approve the October 1, 2019 minutes as submitted. Donna Gearns seconded. Motion carried.

4. ADDITIONS/APPROVAL OF AGENDA

Chair moves item 7.C. 1/10th of 1% Projects – Gay Neal's presentation to the beginning of the meeting.

MOTION: Marian Wiggins moved to approve the agenda as submitted. Frances Aquiningoc seconded. Motion carried.

7.C. 1/10th of 1% Projects – Gay Neal

Gay Neal gave an overview of the Quarterly Newsletter, available on the website to keep the public informed of the services, successes and impacts of the sales tax funding.

- The sixth year of Request for Proposal process has been finalized and 22 out of 26 proposals were funded.
- This year the committee pulled added funds from reserves to offer 6.6 million to 15 continuing applicants and 7 new applicants who approach and address behavioral health issues at all levels, including prevention, early intervention and training; crisis intervention and triage; outpatient treatment, medical and sub-acute detox; acute inpatient care; and recovery support services.
- Housing was a high priority this year and several housing projects were funded. The committee continues to work with the Public Health District's epidemiologists who develop and track success measures and outcomes of each funded program.
- Gay further reviewed the Goals and gave highlights on reduction in recidivism, expansion of community Navigators and Crisis Triage work.
- The 6-year-old Strategic Plan will be revised this coming year to remain current and reflect community needs.
- Announced 3 openings for new members on the 1/10th of 1% Citizen's Advisory Board, currently accepting applications.

5. OLD BUSINESS

A. Working Age Adult Policy Implementation:

- The Employment First Committee (EFF):
 - Partners for Work (PFW) hosted mock interviews at Silverdale and Bainbridge Island Rotary Clubs. The BI event resulted in a couple job leads.
 - Bremerton Rotary is interested in PFW and hosting mock interviews, possibly in January.
 - Port Orchard Rotary is also showing interest and has requested a formal presentation on PFW.
 - Business Advisory Committee will have the EFF present at their conference.
- The “Connect the Dots Group” comprised of Holly Ridge staff and a sub-committee from the Transition Council will meet in December to continue work on the rough draft of the survey. The survey is focused on starting early and inclusive community connections.
- Washington’s Employment Learning Network (WELN) through the Washington Initiative on Supported Employment (WISE) determined the training to be provided this year at the South Seattle Community College Campus in Georgetown. The specific dates of the training is TBA.

B. Transition Student Update:

- The current transition totals were reviewed with handout provided.
- The next Parent Training and Information, PAVE facilitated IEP November workshop will be held at the North Kitsap School district, 18360 Caldart Avenue NE, Poulsbo, WA 98370, District Board Room.
 - Special Education Workshop 101: Evaluation, IEP’s and Parents Rights.
 - Thursday, November 7, 2019 at 5:30 p.m. – 7:30 p.m.

C. County Supported Employment Program Update

- Job development efforts are underway in 3 different departments at the county for positions in 2020.
- October marked the one-year anniversary of the county’s first supported employee. A celebration took place in her honor.

6. COMMUNITY INPUT

- Melissa Lund, Kitsap County Parent Coalition – announced working with Monica Meyer on developing a video, focused on “Planting the Seeds” for earlier planning is underway and will potentially be available within the next six months.
- She attended the Special Education Director’s meeting in Sequim last month sharing information about KCPC and discussing family issues and needs.
- The KCPC ESD October meeting focused on transition. The next ESD, KCPC meeting is scheduled on November 14th from 11 am to 1 pm and a pediatric OT will be presenting.
- Melissa shared her activities in working with the North Kitsap School District to offer and support various events/activities.

- The first North Kitsap KCPC meeting occurred last month. Brainstorming ideas for future meetings was the focus. Some of the topics mentioned included Housing and Mental Health.
- Monica Meyer provided an Autism 101 workshop in North Kitsap last month.
- A Community Connections Resource Fair focused on north county resources was held on November 2 at Kingston Middle School.
- On November 7th, from 5:30 to 7:30 pm, Vanessa Lewis from PAVE will host an IEP Workshop.
- On November 19th, from 5:30 to 7:30 pm, KCPC will support a DD Application night in North Kitsap similar to the one hosted earlier this year in April at Ridgetop Middle School.
- Melissa shared information regarding her recent activities that included: Apple Therapy's annual Trunk-or-Treat, a PAVE IEP workshop on Procedures and Safeguards, a meeting in Olympia focused on "What's working and what's needed" for the future of DD, and a documentary hosted by Bainbridge Island's multi-cultural education, salon night that included inspirational stories of success against the odds.
- Currently exploring February 1, 2020 as the date to host the Annual Kitsap County DD Resource Fair at Olympic High School.
- Melissa attended the monthly Community Advocacy Coalition meeting in Olympia that included a representative from the Governor's Committee to discuss the interest and work of the Accessible Communities Advisory Committees (ACAC). Melissa was able to share about our county's ACAC and the local projects being implemented.
- Three upcoming events focused on legislative issues planned with Emily Randall include:
 - November 14th at Tacoma Community College, to discuss DD issues.
 - November 18th in Olympia, the Joint Legislative Committee for Aging and Disabilities will meet.
 - December 10th from 10-12 at ESD, A Coffee Clutch, informal discussions on, "What to focus on" in the next Legislative Session. Other Legislative representatives will be invited.

7. NEW BUSINESS

A. Legislative and Budget Update:

- An update on OSPI's Inclusionary Practices Professional Development Project was provided and a handout was discussed. The handout outlined the overall goal of the project is to increase the time and the number of students with disabilities in general education classes and activities. The report identified research showing that inclusion benefits all students in a variety of ways.
- Criteria was reviewed for how the 162 schools in the state were selected to participate in the pilot project that will cover 97,000 students with 12,000 of those students having disabilities. The criteria included a statewide analysis that identified where a school fell on an LRE-Least Restrictive Environment scale.
 - LRE 1: Placed in general education for 80-100% of the school day
 - LRE 2: Placed in general education 40-79% of the school day
 - LRE 3: Placed in general education for 0-39% of the school day

The overall LRE statewide averages were: LRE 1: 56%, LRE 2: 29%, LRE 3: 12.8% with the pilot schools overall LRE averages being, LRE 1: 33%, LRE 2: 54 %, LRE 3: 12.8%. OSPI is partnering with the Center for Strengthening the Teaching Profession to assist OSPI in planning and coordinating the project.

B. Advocacy Reports:

None.

C. Moved to the beginning of the meeting

D. DD Board Priorities 2019:

- Draft of the goals and accomplishments, handout was reviewed for 2019. The Advisory Board members were asked to review the plan draft for 2020 and contact Kelly and Sandy with any feedback on changes, revisions, or questions. The Board will vote on the final draft in December.

E. School to Work / Work Foundations Update:

- The push to begin school transition earlier continues. The discussion is focused on looking at the second to the last year of school to support the assessment/discovery phase. This would allow more time for job development in the final year to increase the number of students having jobs prior to graduation. There will be a meeting held this month with all the counties to discuss.

F. DDA/DVR Updates:

- None.

G. Provider Updates

- Alicia Skelly from Holly Ridge provided an update on services and ESIT's proposed changes. She announced they are providing services to 69 adults and 415 infants per month. They are still in need of another Physical Therapist for early intervention services. She is part of the committee working with ESIT on determining the new funding model when proposed changes go into effect. She shared reviews of funding models continues. Funding models that have been presented;
 - Fees based on County
 - Fees based on Region
 - Fees based on Statewide allocations
 - Fees based on county or region seem to make the most sense but research and analysis into all models continues.
- Kimberly Adams, Person to Person (P2P) Coordinator announced the recent showing of Independent Lives had approximately 40 people in attendance. She further announced monthly support meetings are held 3rd Saturdays of each month.

H. Officer Report

- Announcement; Jennifer Acuna submitted her application to join the Board.
- Donna Gearns term is in the process of being renewed.

I. Staff Report

None.

8. ADJOURNMENT – The meeting adjourned at 6:20 pm.

ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<p><u>Present</u> Fran Aquiningoc Donna Gearns Sandra LaCelle Kathy Lougheed Marian Wiggins</p> <p><u>Absent</u> Christine Johnson Linda Roche Veola Taylor George Adams</p>	<p>Melissa Lund, Kitsap County Parent Coalition Kim McCarty, DDA Kimberly Adams, P2P – ARC Hannah LaCelle Alicia Skelly, Holly Ridge Center Gay Neal, Kitsap County Human Services</p>	<p>Kelly O’Neal Hannah Shockley</p>



DEVELOPMENTAL DISABILITIES

2020 WORK PLAN

Meeting Days, Time and Location: 1st Tuesday of each month, 5PM, Communitas, 920 Park Avenue, Bremerton

Advisory Group Staff: Kelly Oneal, Kirsten Murray, Alexandra Hardy

Advisory Group Chair: Sandra LaCelle

Advisory Group Purpose/Mission Statement: The mission of the Developmental Disabilities Advisory Board is to promote choice, opportunity, and support for people with disabilities in an enhanced community where all people are included, respected and dignified.

2020 Goal	Status	2020-2021 Priority Level	Comments/Coordination
TIER 1: HIGH PRIORITY			
1. Continue implementation of Developmental Disabilities Administration (DDA) Working Age Adult Policy	Ongoing	High	<ul style="list-style-type: none"> - Continue to build more community employment capacity through various innovative projects including efforts focused on public sector job development. -Continue refining relationships with school districts/employment vendors/Department of Vocational Rehabilitation (DVR)/High School Transition Council/OESD to ensure smooth transition of students from high school to employment or higher education. Pursue additional state funding to this end. - Continue to meet regularly with the Employment First committee that was developed from the Employment First Forum in 2017. Continue to pursue identified projects that promote community employment opportunities and support earlier planning. Continue to engage broader stakeholder groups. - Continue to support the School to Work Program to provide supported employment services earlier to students to increase likelihood that they are employed prior to graduation. Coordination: DDA/County DD/DVR/School Districts/County Millage funding -Support training and technical assistance focused on transition, self-advocacy, autism, communication and student independence to Kitsap School Districts.

2020 Goal	Status	2020-2021 Priority Level	Comments/Coordination
2. Continue to pursue Assistive Technology (AT) enhancements by supporting the Assistive Technology Interest Group (ATIG) of the High School Transition Council	Ongoing	High	<ul style="list-style-type: none"> - Work with the Council to pursue the goal of graduating each student with a workable communication system and the requisite technical/social skills to allow employment or higher education opportunities. - Continue to support the assessment and use of AT by employment vendors to demonstrate how this technology can increase independence, communication and integration for supported employment participants
3. Provide training and information through various venues to over 350 people with focus on overall service, service delivery and a variety of topics including supported employment, transition services, Resource Fair, Individualized Employment Program (IEP) in the school system, supporting individuals with autism.	Ongoing	High	<ul style="list-style-type: none"> - Coordination: County and State DD/DVR/DD Parent Coalition/Transition Council/School Districts/ARC
4. Continue close coordination with Kitsap Transit (KT)	Ongoing	High	<ul style="list-style-type: none"> - KT representative invited to attend Advisory Board meetings
5. Support Accessible Communities Advisory Committee	Ongoing	High	<ul style="list-style-type: none"> - Goal of the committee is to increase awareness around disability issues in Kitsap County and increase accessibility to Kitsap County residents. Provide support to the committee as needed.
6. Provide support and guidance to County DD Parent Coalition Coordinator	Ongoing	High	<ul style="list-style-type: none"> Coordination: County DD, Statewide Parent Coalition Coordinator
7. Monitor changes that Division of Children, Youth and Families (DCYF), Early Support for Infants and Toddlers (ESIT) are recommending to Birth to 3 services in the state and impact at the local level.	Ongoing	High	<ul style="list-style-type: none"> - Review information available from ESIT, share information with the board, encourage stakeholders to provide feedback as needed.
TIER 2: MODERATE PRIORITY			
1. Provide IEP support to families and students	Ongoing	Moderate	<ul style="list-style-type: none"> - Coordination: County and DDA with OESD/PAVE/Transition Council/school districts
TIER 3: LOW PRIORITY			
None			

GOALS ON HOLD			
Goal	Status	Year	Comments
1. Continue support to the Vulnerable Adult Task Force (VATF)	On hold	2019-2020	-VATF Committee met this year to determine the status of the group. Many of the initial identified issues are being addressed through the 1/10 th of 1% funds or through other standing meetings. -Committee is still evaluating its purpose and to date no further meetings have been scheduled.

GOALS COMPLETED OR DELETED			
Goal	Status	Year	Comments
1. Seventh year of School to Work project in process for 2019 graduates. The project entails providing employment support services to high school transition students earlier in the school year to secure non-subsidized community employment for project participants prior to or shortly after graduation.	In progress	2019	- To date, three out of four participants were hired at community businesses. Four of the eight participants discontinued the program.
2. Develop supported employment opportunities with Kitsap County.	In progress	Ongoing	- First employee hired at Kitsap County as part of the Supported Employment Program recently completed her first year of county employment. - Identified three additional county departments for job development for 2020.
3. Began 8th year of School to Work project with 2020 graduates	In progress	Ongoing	- Thirteen students are currently enrolled in the project and services began in July 2019.
4. Began Partners for Work (PFW) at two local Rotary Clubs.	In progress	Ongoing	- Four mock interview events were held in 2019 at the Silverdale and BI Rotary Clubs. BI club hired a greeter position. - Identified two additional Rotary clubs to expand PFW in 2020.

SUBCOMMITTEES 2019 ACTIVITIES:

Quality Evaluation Committee - met in May 2019 to review RFQ provider application(s).